Job Summary: Reports to the Senior Project Director supporting the Department of Health. The TN Department of Health (TDH) protects, promotes and improves the health and prosperity of citizens in Tennessee. The Department serves over 6.45 million Tennesseans, along with those who visit our state, are touched directly or indirectly by TDH operations. One in five, some 1.4 million people, are directly served each year through a network of 89 rural and six metropolitan county health departments, while others are impacted by inspections of restaurants, healthcare and related facilities; registration or receipt of vital records; protection from communicable illness; licensing of health professionals; specialized laboratory testing and other many other services and programs.

Roles and Responsibilities:

- Provide Business Process Improvement methodology and templates to document "As Is" and "To Be" process flows.
- Help facilitate business involvement and ownership of developing the new/future business process requirements; documentation and or review of requirements / user stories / use cases.
- Work with technical staff to develop solution requirements.
- Create written meeting documentation for verification by subject matter experts and business process owners.
- Utilizing future business process flows, help facilitate development of business solutions to address business objectives with Agency sponsors and executive team. Provide methodology for developing strong and descriptive requirements. Develop detailed requirements that may be included in a request for proposals (RFP) or request for qualifications (RFQ).
- Work with vendor staff to transfer business processes and technical requirements into a structured design format so that developers can produce business applications; review vendor's work products.
- Using requirements, help develop / review test scenarios for application testers to then be expanded by business testers; facilitate / coordinate User Acceptance Testing.
- Develop and maintain individual performance plans to evaluate team member's performance and adhere to the state's performance evaluation policies.

Minimum Qualifications:

- Excellent communication and presentation skills, both verbal and written, for interactions with staff, executive management, and vendors.
- A B.S. in IT or related field.
- At least 10 years' experience in the systems development life cycle and business process analysis and design.
- At least 5 years' experience in business process and solution requirements modeling tools.

Preferred Experience:
- MBA or Master's Degree
- Experience working in the governmental sector (local, state, or federal)
- Experience working in the health care sector (public or private)
- Experience working with Agile software development methods
- Certification in the one of the following: Certified Business Analyst Professional (CBAP), Professional Business Analyst (PMI-PBA), Project Management Professional (PMP), Lean Six Sigma, Business Process Management (BPM).
- HL7 and experience with and EHR or EMR would be a plus.

The State of TN is an Equal Opportunity Employer.

Resumes should be submitted via email to EIT.Resumes@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.